



State of Arizona  
Department of Education

**Administrative Review Summary Report**

Sponsor: Flagstaff Unified District

CTD: 03-02-01

Site(s): Summit High School, Coconino High School, John Q Thomas Elementary School

Contact: Leslie Nichols

Review Date: September 27-28, 2016

Review Period: August 2016

Programs Reviewed:



National School Lunch



School Breakfast



Afterschool Snack



Fresh Fruit & Vegetable



Special Milk

Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
<b>Performance Standard 1: Certification &amp; Benefit Issuance- Critical Area</b>		
One application was certified using incomplete information. This contributed toward fiscal action calculations.	Discussed error with Leslie Nichols. Household was contacted and application was corrected on the day of review.	<i>Corrections have been made to certification error. Please describe the process that will be implemented to reduce the amount of errors that occur while determining the eligibility status of students.</i>
<b>Performance Standard 1: Meal Counting &amp; Claiming- Critical Area</b>		
No findings.		<i>None required.</i>
<b>Performance Standard 2: Meal Components &amp; Quantities- Critical Area</b>		
No findings.		<i>None required.</i>
<b>Performance Standard 2: Dietary Specifications &amp; Nutrient Analysis- Critical Area</b>		
No findings.		<i>None required.</i>
<b>Meal Access &amp; Reimbursement: Certification &amp; Benefit Issuance</b>		
No further findings.		<i>None required.</i>
<b>Meal Access &amp; Reimbursement: Verification</b>		
No findings.		<i>None required.</i>
<b>Meal Access &amp; Reimbursement: Meal Counting &amp; Claiming</b>		
No findings.		<i>None required.</i>

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**Meal Pattern & Nutritional Quality: Offer Versus Serve**

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No findings.

*None required.*

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**Meal Pattern & Nutritional Quality: Meal Components & Quantities**

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No findings.

*None required.*

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**Resource Management**

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No findings.

*None required.*

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**General Program Compliance: Civil Rights**

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No findings.

*None required.*

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**General Program Compliance: SFA On-Site Monitoring**

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No findings.

Discussed the new requirement for 50% of breakfast sites to be monitored by Feb. 1. *None required.*

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**General Program Compliance: Local Wellness Policy**

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No findings.

Discussed the Local Wellness Policy final rule and updated requirements. *None required.*

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**General Program Compliance: Competitive Food Services**

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No findings.

*None required.*

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**General Program Compliance: Professional Standards**

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No findings.

*None required.*

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**General Program Compliance: Water**

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No findings.

*None required.*

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**General Program Compliance: Food Safety, Storage and Buy American**

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No findings.

*None required.*

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**General Program Compliance: Reporting & Recordkeeping**

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No findings.

*None required.*

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**General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach**

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No findings.

*None required.*

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**Other Federal Program Reviews: Afterschool Snack Program**

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Not applicable.

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**Other Federal Program Reviews: Seamless Summer Option**

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Will be reviewed in Summer 2017 if applicable.

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**Other Federal Program Reviews: Fresh Fruit & Vegetable Program**

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Not applicable.

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**Other Federal Program Reviews: Special Milk Program**

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Not applicable.

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**Comments/Recommendations:**

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Congratulations on completing your 2016-2017 Administrative Review! You are all doing a wonderful job implementing the National School Lunch and School Breakfast Programs at Flagstaff Unified District, please keep up the good work.

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**Fiscal Action Assessed?**☐

Yes- SBP

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No- SBP

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Yes- NSLP

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No- NSLP

Please submit corrective action response by December 2, 2016 to Elisabeth.Alvarez@azed.gov or at 1535 West Jefferson Street, Bin #7 Phoenix, Arizona 85007



10/26/2016

Reviewer Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the Administrative Review Appeal Procedures found in your Child Nutrition Programs Guidance Manual.